

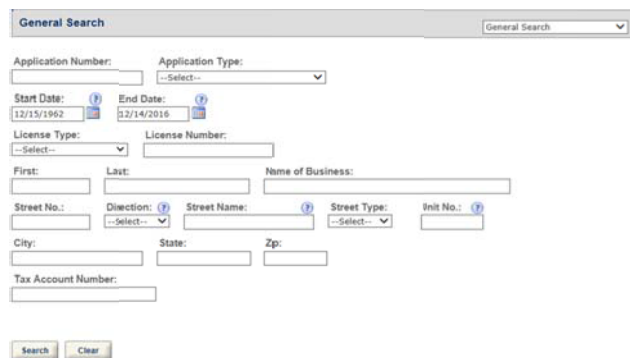
ACCESSING PERMIT REVIEW COMMENTS/PUBLIC USER

You have submitted a permit application and you receive an email message. The message indicates there has been an update to the status of your application and provides you with a link to our on-line permitting system, BASS. Now what are you supposed to do? First things first...

1. Click the link; you will be directed to the BASS login screen.
2. Click Search Applications under the Building heading at the bottom of the screen






3. Search Applications will bring you at General Search screen; enter the permit number, click Search at the bottom of the screen.

A screenshot of a 'General Search' form. The form has a title bar 'General Search' with a dropdown menu set to 'General Search'. Below the title bar, there are several input fields: 'Application Number:', 'Application Type:' (dropdown), 'Start Date:' (calendar icon), 'End Date:' (calendar icon), 'License Type:' (dropdown), 'License Number:', 'First:', 'Last:', 'Name of Business:', 'Street No.:', 'Direction:' (dropdown), 'Street Name:', 'Street Type:' (dropdown), 'Unit No.:', 'City:', 'State:', 'Zip:', and 'Tax Account Number:'. At the bottom of the form, there are two buttons: 'Search' and 'Clear'.

4. Once the screen changes, review the Processing Status pane for more review and status information.

A screenshot of a 'Processing Status' pane. The pane has a title bar 'Processing Status'. Below the title bar, there is a list of status items: 'Application Submittal' (with a green checkmark), 'Building Review' (with a green checkmark), 'Marked as Approved on 12/14/2016' (with a plus icon), 'Marked as Deficiency on 11/28/2016' (with a plus icon), 'Customer Contact' (with a right-pointing arrow icon), 'Permit Issuance' (with a right-pointing arrow icon), and 'Closure' (with a right-pointing arrow icon). A comment is visible under 'Marked as Deficiency on 11/28/2016': 'Comment: 1. Please provide the FSEC System Approval Certificate per Florida Statute Ch. 377.705(d)'.

NOTES:

- Green Check Mark () indicates that step has been complete
- A right-pointing arrow when clicked will change to a down-pointing arrow () and will open that particular review for more information. If there is a box with a plus sign (), click the box to reveal the specific comment for that review.